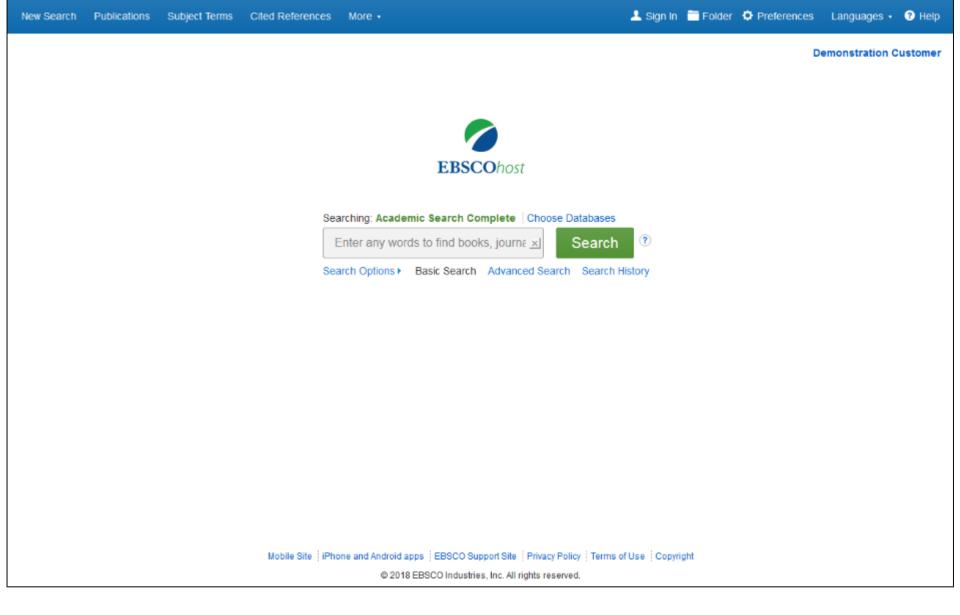


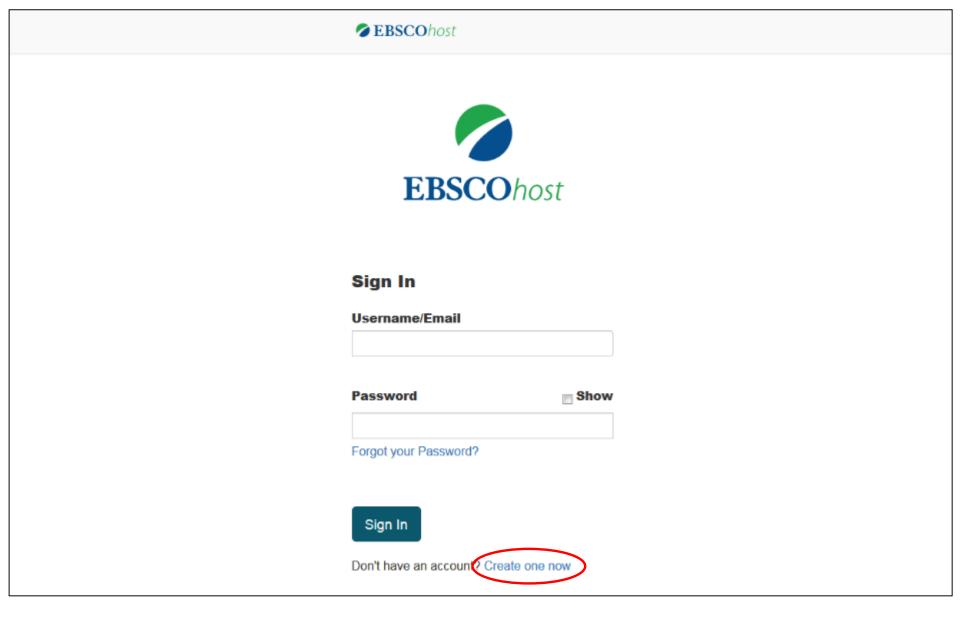
Tutorial

Using the My EBSCO*host* Folder





My EBSCO*host* is a free personal account that allows you to make the most of the free personalization folder, extending your usage of EBSCO*host* search results beyond the current session. Personalized folder accounts are simple to set up, and can be created while accessing EBSCO*host*.



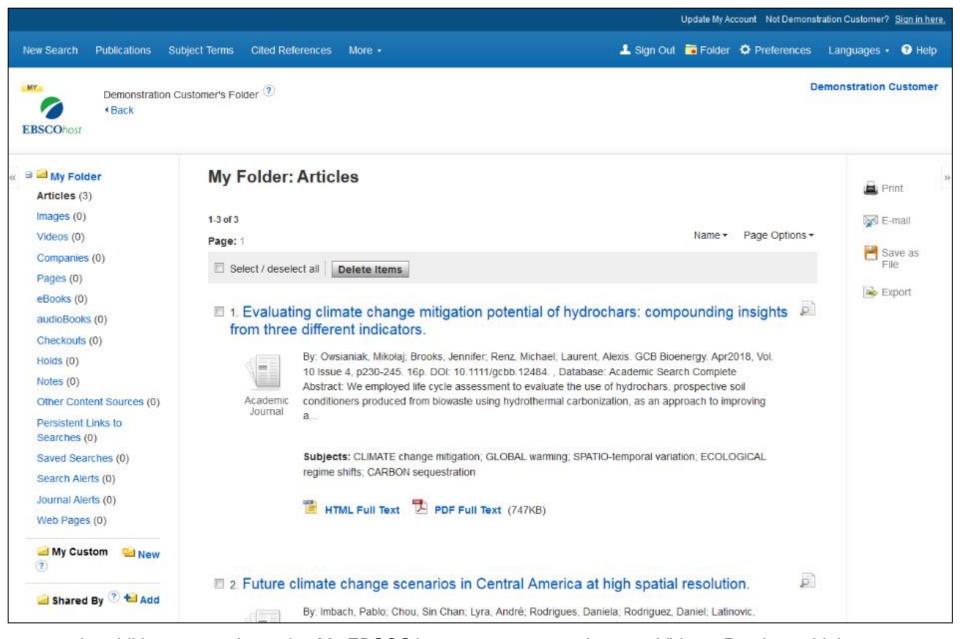
Create a My EBSCO*host* folder by first clicking on the **Sign In** link in the top toolbar. Next, click the **Create one now** link.

First Name *	Last Name *	
Demonstration	Account	
Email *		
name@address.net		
Confirm Email address *		
name@address.net		
Username * demonstrationuser Create a Password *		Show
•••••		~
1 number 1 special character 6 character minimum		
Confirm Password *		
•••••		•
Secret Question *		

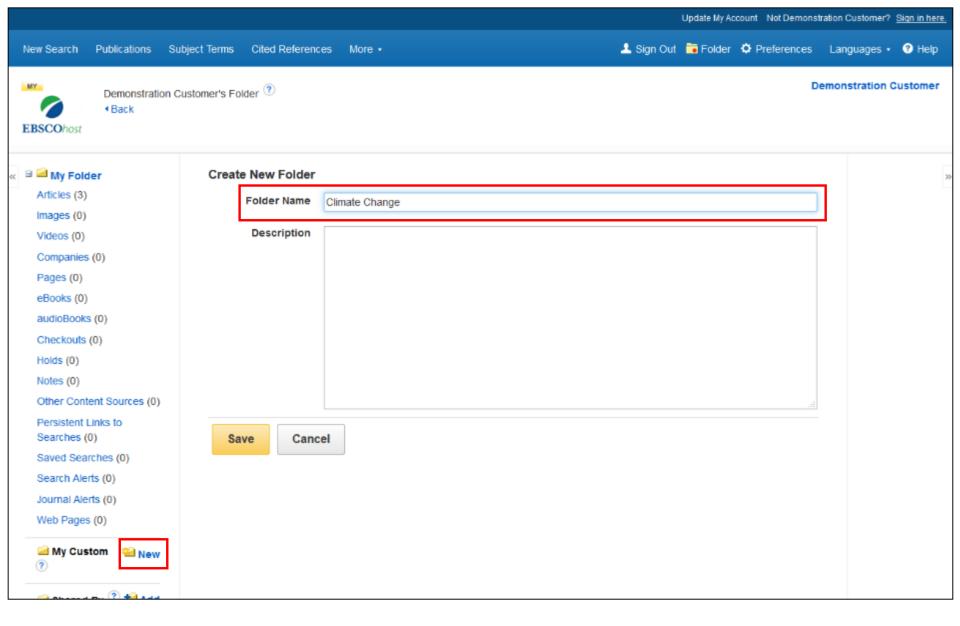
Fill in the fields and follow the strong password guidelines to create your password.

Create a Passw		~	
• 1 number			
1 number1 special char	ractor		
6 character m			
• O Character III	minioni		
Confirm Passw	ord *		
•••••		~	
Secret Question	n *		
Favorite anima	al?	~	
Secret Answer			
ves. I conserve processing of n			
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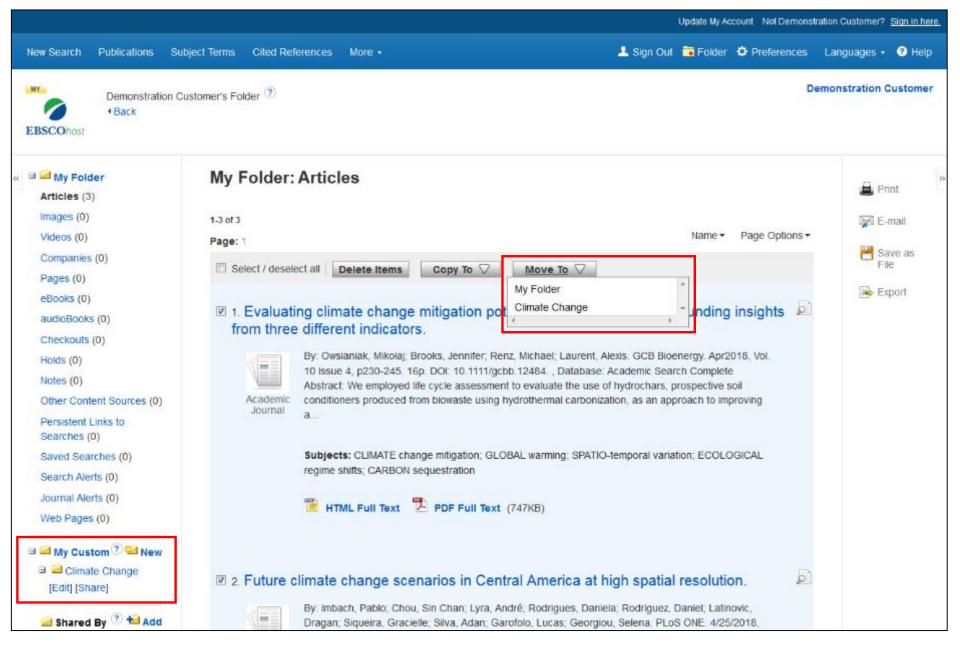
Check the box to consent to EBSCO's Personal Data Retention and Usage policy. You can read the Personal Data Retention and Usage policy by clicking the link. If you opt to not consent to the policy, you will be unable to continue creating an account. When you are finished, click **Continue**. Once your information has been accepted, your account is created and you can sign in using your credentials.



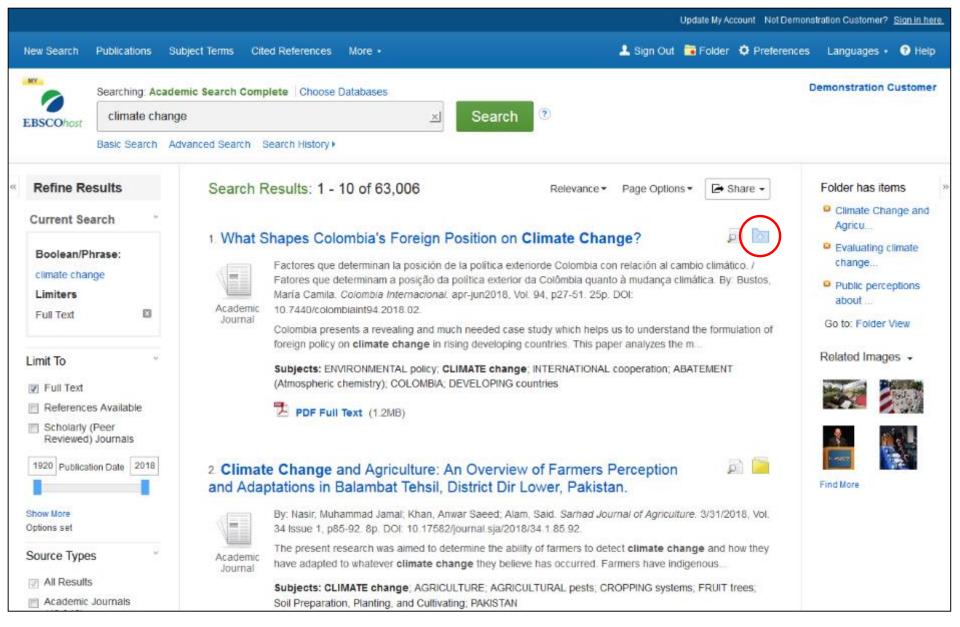
In addition to search results, My EBSCO*host* users can store Images, Videos, Persistent Links to Searches, Saved Searches, Search Alerts, and Journal Alerts. From within the Personalized folder, users can print, email, save, or export search results, images or videos.



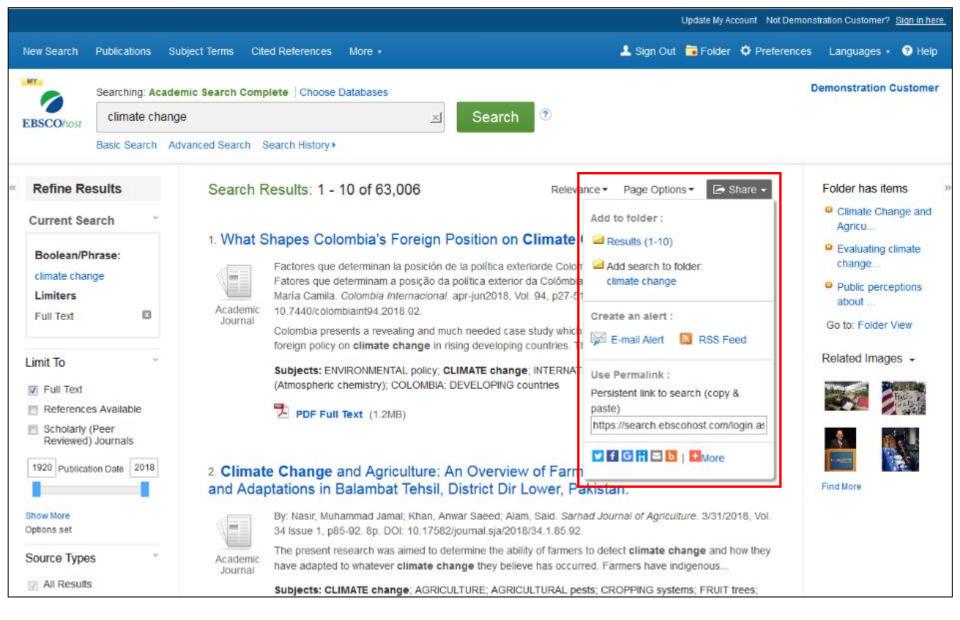
My EBSCO*host* also allows users to create their own custom folders within the My EBSCO*host* folder. This can help you organize your saved articles during research by placing them in different folders. Simply click the **New** link, name your folder and click **Save**.



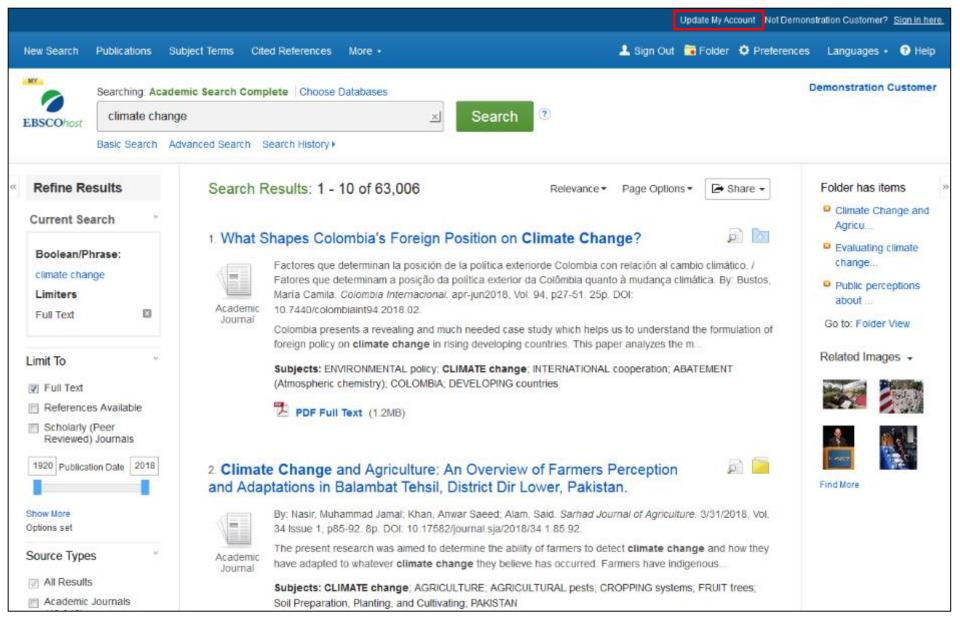
Your custom folder is added to the **My Custom** area. Select articles from the **My Folder** area, click either **Copy To** or **Move To**, and select your custom folder from the drop-down menu to copy or move the articles.



After logging in to your personalized folder, you can save particular Result List items to your folder by clicking on the **folder** for each article. These saved search results can be examined more closely at a later date, as well as printed, emailed, or saved to your computer.



By clicking the **Share** button and then clicking the linked terms next to **Add search to folder**, you can add a persistent link to a search to your personalized folder, which can then be emailed, saved or clicked later to run the search, showing any new results that have been added to the database.



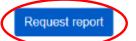
The My EBSCO*host* folder enables you to request a report of your personal information that's been collected and remove that information while deleting your account at any time. To view the Personal Data Retention and Usage policy, click **Update My Account**.

	Username demonstrationuser		
	Password	Edit	
	Secret Question Favorite animal?	Edit	
	Access Demonstration Customer Valid Until 13 Aug 2018	Info	
[Personal Data Retention and Usage		
	Ehost Privacy Policy Terms of Use Copyright		

Enter your login credentials and scroll to the bottom of the page and click the **Personal Data Retention** and **Usage** link.

Data Reporting

- . Generate a report of your personal data collected from the past 12 months.
- · Report requests will be completed within 15-60 minutes. Please return to the screen at that time.



Previous reports - Available for 7 Days

You have no previous reports

Remove Private Data - 'Right To Be Forgotten'



We support your 'Right To Be Forgotten'. By removing your personal data from EBSCO, your data and your user account will be entirely removed from our system.

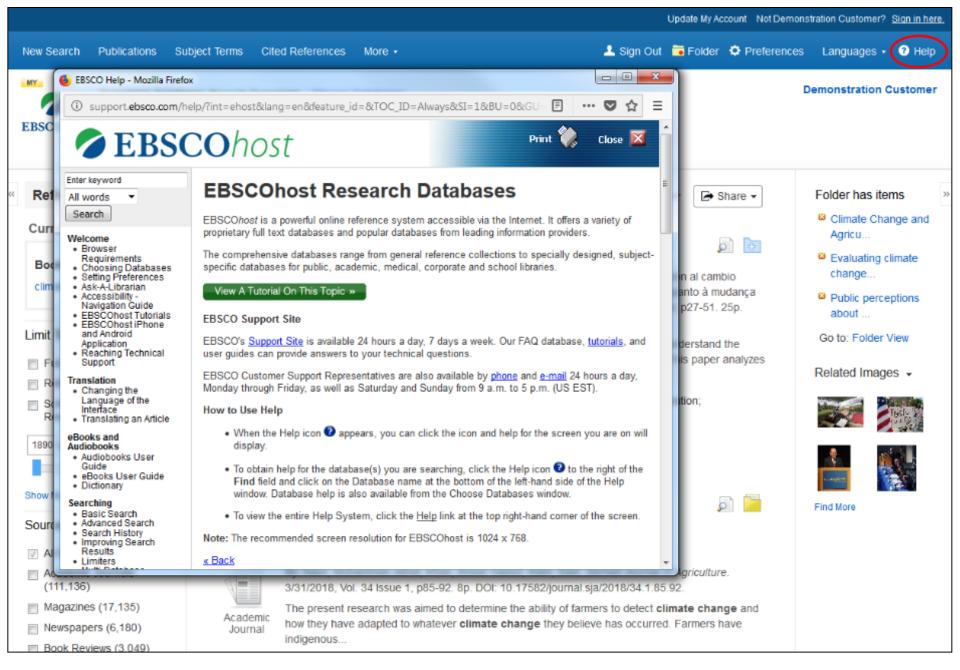
If you proceed, the following will be permanently removed from your EBSCO account:

- · Your browsing history, search history and saved searches
- Personal folders and their contents
- Your account will be removed



Ehost EBSCO Privacy Policy Ehost Terms of Use Copyright

From the Personal Data Retention and Usage screen, click **Request report** to view a report of your data collected for the past 12 months. Or click Remove my data to remove your personal data and delete your account. Please note that your account is permanently deleted and cannot be recovered.



At any time, click the **Help** link to view the complete online Help system.

